

# STEEPLE ASHTON PARISH COUNCIL

Clerk: Nicola Duke, April Rise, 81 Studland Park, Westbury, Wiltshire, BA13 3HN 01373 864127

**To: All Members of Steeple Ashton Parish Council**

You are hereby summoned to attend a meeting of the Parish Council to be held on **Monday 1<sup>st</sup> July 2024** commencing at 7.30 pm in the Village Hall, for the transaction of the business shown on the agenda below.



Nicola J Duke - Parish Clerk  
26<sup>th</sup> June 2024

The Chair of the Parish Council will invite members of the public to present their questions, comments and petitions submitted under the Council's Public Participation Procedure at the start of the meeting. *Please note that the Clerk will record the names of those wishing to address the Council together with the subject matter prior to the start of the meeting and each speaker will be permitted 3 minutes in which to address members.*

	<b>AGENDA ITEM</b>
<b>2024.29</b> 1 minute	<b>Apologies for Absence and to consider the reasons given</b> To receive apologies for absence and to consider the acceptance thereof.
<b>2024.30</b> 1 minute	<b>Declarations of Interest and Dispensations to Participate</b> a) To receive declarations of interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and the Localism Act 2011 in respect of members. b) To receive any dispensation requests received by the Parish Clerk and not previously considered.
<b>2024.31</b> 2 minutes	<b>Minutes of Council Meetings</b> To confirm and sign as a correct record the minutes of a meeting of the Parish Council held on <b>3<sup>rd</sup> June 2024</b> (copy attached).
<b>2024.32</b> 5 minutes	<b>Wiltshire Council Report</b> To receive any report available from Wiltshire Councillor Seed and to agree any actions required by SAPC in relation to his report and updates.
<b>2024.33</b> 3 minutes	<b>Planning Applications and Consultations</b> PL/2024/05542 - 11 Common Hill, Steeple Ashton, Trowbridge, BA14 6EE - First floor rear extension to create a bedroom  PL/2024/05056 – Sundial House, 19 High Street, Steeple Ashton, Trowbridge, BA14 6EL - Install a new kitchen/diner into the existing 'reception room'. Decommission the existing ground floor WC return the space to be used as an open under stairs storage, Partition the existing kitchen to form a small office, entrance vestibule and

	<p>laundry/utility, Partition the existing utility room into a new WC and boiler room/store.</p> <p>To receive and consider planning applications received after the issue of the agenda (<i>where the response time falls outside of the meeting schedule</i>).</p>
<p><b>2024.34</b> 3 minutes</p>	<p><b>Neighbourhood Plan</b> To receive any available update from the Neighbourhood Plan Steering Group.</p>
<p><b>2024.35</b> 10 minutes</p>	<p><b>Events on Council owned land</b></p> <ul style="list-style-type: none"> <li>a) To receive and consider information from the insurance company regarding the requirements relating to events planned on Council owned land (attached).</li> <li>b) To consider the previously circulated proposal for a Dog Show to be held at St Mary's Playing Field in September 2024.</li> </ul>
<p><b>2024.36</b> 10 minutes</p>	<p><b>Luffenham Meadow</b> To consider the future arrangements for Luffenham Meadow and consider the suggestion that the Parish Council take on the lease for the meadow (June minutes refer)</p>
<p><b>2024.37</b></p>	<p><b>St Mary's Playing Field Changing Rooms</b> To consider the future plans for the changing rooms (reports previously circulated; June minutes refer).</p>
<p><b>2024.38</b> 5 minutes</p>	<p><b>Financial Reports</b> (reports attached)</p> <ul style="list-style-type: none"> <li>a) To receive a list of payments and receipts May 2024</li> <li>b) To receive Bank Reconciliation Statement as at 31<sup>st</sup> May 2024</li> <li>c) To receive a Financial Position Statement as at 31<sup>st</sup> May 2024</li> <li>d) To receive and note the Budget Report as at 31<sup>st</sup> May 2024</li> <li>e) To receive and approve the list of payments June 2024; 10 payments due in the total amount of £3,212.70 (list attached)</li> </ul>
<p><b>2024.39</b> 3 minutes</p>	<p><b>Wiltshire Pension Fund – Discretions Policy (attached)</b> To receive and consider for approval the draft Discretions Policy as required by the Wiltshire Pension Fund.</p>
<p><b>2024.40</b> 3 minutes</p>	<p><b>Fixed Asset Register</b> To agree the method for the required review of the PC's Fixed Asset Register (June minutes refer; Internal Audit Action Point)</p>
<p><b>2024.41</b> 20 minutes</p>	<p><b>Council, Councillor and Clerk Reports</b> To receive any reports and update from clerk and members including:</p> <ul style="list-style-type: none"> <li>a) Community Policing – Cllr Tapper</li> <li>b) Highways and LHFIFG – Cllr Tapper</li> <li>c) Applications for defibrillator funding – Parish Clerk</li> <li>d) Proposed Community First Aid Course – Cllr Leonard</li> <li>e) St Mary's Playing Field – Cllr Petrie</li> </ul>
<p><b>2024.42</b> 5 minutes</p>	<p><b>Correspondence</b> None at time of issue.</p>
<p><b>2024.43</b> 1 minute</p>	<p><b>Village Newsletter</b> To agree items for inclusion in the next edition of the newsletter.</p>

<b>2024.44</b> 1 minute	<b>Date of next meeting</b> Monday 5 <sup>th</sup> August 2024 – Planning Only (if required)
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